



**Chattanooga
Historic Zoning
Commission**

**Planning &
Design Studio
1250 Market Street
Suite 3010
Chattanooga, TN
37402**

(423)668-2262

**Fax:
(423)668-2278**

**TDD No:
(423)757-0011**

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

This area for office use only

Case No. _____

Staff Approved _____

Date _____

CHZC Review _____

1. **Property Address:** _____

Historic District: _____

2. **Name of Owner:** _____

Mailing Address: _____ Zip Code: _____

Daytime Phone #: _____ Fax #: _____

3. **Architect/Contractor:** _____

Mailing Address: _____ Zip Code: _____

Daytime Phone #: _____ Fax #: _____

4. **Proposed work is (check):**

A. _____ Exterior Building Alteration

B. _____ New Construction

1) _____ Primary Structure

2) _____ Outbuilding/Garage

3) _____ Addition

4) _____ Other: _____

C. _____ Site Improvement

1) _____ Fence

2) _____ Wall

3) _____ Other: _____

D. _____ Demolition

1) _____ Whole Primary Structure

2) _____ Part of Primary Structure

3) _____ Outbuilding

E. _____ Relocation



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Case No. _____ Date _____

District _____

Property Address _____

5. Please describe in detail all work to be done for each item checked on the COA Application form. Copies of all material submitted with an application are retained by the Chattanooga Historic Zoning Commission.

The undersigned does hereby declare that the statements contained in this document are true and correct to the best of his/her knowledge, information and belief.

Signature of OWNER _____ Date _____

Signature of APPLICANT _____ Date _____

Return application to: Design Review, Planning & Design Studio, Development Resource Center, 1250 Market St., Suite 3010, Chattanooga, TN 37402-2713. The Chattanooga Historic Zoning Commission meets on the third Thursday of each month in the Planning & Design Studio.

Applications must be submitted in ten (10) working days prior to the meeting. Please call 423-668-2262 with any questions. Applications can be picked up at the Planning and Design Studio, or downloaded from <http://www.chcrpa.org>. Applications may be returned in person or faxed to Design Review at 423-668-2278.

Chattanooga Historic Zoning Commission

COA Application Requirements

Plans and information shall be submitted as part of an application for a Certificate of Appropriateness (COA), according to the chart below. Plans must show height, width, roof form and pitch, material type, material dimensions, details, and site features. Architectural plans shall be at a minimum scale of 1/4" = 1'. Site plans shall be at a minimum scale of 1" = 20'. Plans do not need to be drawn by an architect or draftsman. Two sets of plans shall be submitted. One at full-scale and one at half-scale.

Project	Required Information
Primary Structure , new construction or alteration	<input type="checkbox"/> Site Plan <input type="checkbox"/> Front Elevation <input type="checkbox"/> Side Elevations <input type="checkbox"/> Rear Elevation <input type="checkbox"/> List of Materials
Garage or Outbuilding , new construction or alteration	<input type="checkbox"/> Site Plan <input type="checkbox"/> Front Elevation <input type="checkbox"/> Side Elevations <input type="checkbox"/> List of Materials
Fence Construction	<input type="checkbox"/> Site Plan <input type="checkbox"/> Fence Elevation <input type="checkbox"/> Gate Elevation(s) (if applicable)
Demolition	<input type="checkbox"/> Site Plan <input type="checkbox"/> Explanation of reasons for proposed demolition <i>* A contractor's rehabilitation estimate, documented attempts for sale, and other supporting information may be required.</i>
Site Improvement	<input type="checkbox"/> Site Plan
Relocation	<input type="checkbox"/> Site Plans for both sites

Chattanooga Local Historic Districts

- Battery Place
- Ferber Place
- Fort Wood
- St. Elmo

Work reviewed in Historic Preservation (HP) Districts

- New Construction
- Exterior Alterations
- Site Improvements
- Demolition
- Relocation of Structures

Contact staff with questions about the reviewable work for a particular project. (423) 668-2262